



SURVEY ADMINISTRATION INSTRUCTIONS

Washington State Healthy Youth Survey 2010

Please follow these instructions to ensure a successful Healthy Youth Survey administration.
We greatly appreciate your help in this effort!

This document includes the following sections:

- Information About the Healthy Youth Survey
- Materials Checklist
- How to Administer the Survey
- Instructions for Students

About the Healthy Youth Survey

The survey includes questions related to student background, unintentional and intentional injury, physical activity and diet, substance use, risk and protective factors, and access to school-based services. It is administered to Grades 6, 8, 10 and 12 in schools across the state every 2 years (since 1988). Over 200,000 students participated in 2008:

- The results are used for planning and improving prevention and intervention programs, monitoring changes in behaviors over time, gaining information needed for needs assessment (often required in grant applications) and evaluation.
- The survey is sponsored by the Office of Superintendent of Public Instruction, Department of Health, Department of Social and Health Services' Division of Behavioral Health and Recovery, Department of Commerce, Family Policy Council, and the Liquor Control Board.

Materials Checklist

Please verify that you have the following materials. *If you are missing any of the following materials, contact your survey coordinator immediately.*

- ☐ Answer Sheet Envelope (1).
- ☐ Survey Booklets (1 per student).
 - Form C (green) for students in Grade 6.
 - Forms A and B (blue, alternated A-B-A-B) for students in Grades 8, 10, and 12 OR Forms A and NS (blue and orange alternated A-NS-A-NS) if your school is not asking the sexual behavior questions. The questions on Forms A, B, and NS are numbered differently; however, they require answering approximately the same number of questions.
 - *If the last page of questions is missing*, it has been intentionally removed by your survey coordinator because it contained questions that are optional at the discretion of your school and district.
- ☐ If You Need Some Help resource lists (1 per student).
- ☐ Spanish surveys with a corresponding English Survey Booklets which contains the needed answer sheet, and Spanish resource lists (1 per student as needed).
- ☐ Additional No. 2 pencils available for students who need them.

How to Administer the Survey

- Administration requires one full class period (approximately 40–50 minutes). The survey is administered to all students during the same class period on a single day.

- Students should answer only as many questions as they can during the class period.
- Student participation is **voluntary**. Any student may decline to participate or may choose to skip any question that he or she prefers not to answer. *Students who decline to participate in the survey will participate in the alternative activity chosen by the school.* Your survey coordinator will notify you of any students in your classroom who have already decided not to participate.
- Responses are completely **anonymous**. Students should not write their names on their surveys and no one should be permitted to see a student's answer sheet.
- Read the *Instructions to Students* on page 3 aloud to the students, conveying the importance of the survey as well as its voluntary and anonymous nature.
- Remain in the classroom (seated at your desk) while students are completing the survey.
- Complete the information on the front of the Answer Sheet Envelope while the students are taking the survey.
- Each student completes only one Survey Booklet and marks their answers on the perforated answer sheet (the last page of the booklet).
- Students using a Spanish translation should receive a photocopied Spanish survey AND the corresponding English Survey Booklet so they can use the answer sheet from it. The Spanish surveys do not have scannable answer sheets so the matching English Survey Booklet included with each Spanish version provides the answer sheet the student should use.
- Accommodate any students with special needs in the manner that they are usually accommodated, to the extent reasonable, *so long as the voluntary and anonymous nature of the survey is preserved.*
- When the time for the survey is up, pass around the Answer Sheet Envelope and have each student put his or her answer sheet in the envelope. Do not look in the envelope or allow students to do so.
- Select a student to seal the Answer Sheet Envelope as soon as all answer sheets are inside and before returning it to you.
- Hand out the *If You Need Some Help* resource list, including the Spanish resource list to any student who used the Spanish survey.
- Return the sealed Answer Sheet Envelope, all survey booklets, and any other materials (used and unused) to your Survey Coordinator.

Instructions to Students

1. Please read the following to the students before handing out the Survey Booklets:

- Today we will be taking the Washington State Healthy Youth Survey.
- This is not a test. There are no right or wrong answers.
- Answer as many questions as you can and choose the answer that is right for you.
- If you don't want to answer a question, just leave it blank.
- If you don't understand a question, you can come up and I will try to explain what the question means, or you can just skip the question.
- Participation in this survey is completely anonymous. Do not put your name on the survey or the answer sheet. No one will know which answers are yours.
- Participation in this survey is voluntary. If you prefer not to participate in the survey, you may {describe the alternative activity designated by the school}.
- Students all across Washington are taking this survey. Your answers will help your school and community leaders understand what you really think. They are very interested in what you have to say and appreciate your accurate and honest answers.
- The answers you give are very important and will help your school and community provide better programs and services for students.

2. Ask your students if they have any questions about the survey.

3. **Direct students who do not wish to participate to the school-wide alternate activity designated at your school or advise them to read or study quietly at their desks.**
4. **Hand out the survey booklets, ask them not to open the booklet yet, and make sure each student has a No. 2 pencil.**
5. **Read the following to the students before they begin taking the survey:**
 - Tear off the perforated answer sheet on the last page of your survey booklet. If you are using a Spanish survey, tear the answer sheet from the English survey you also received.
 - Answer the questions by marking the answer bubbles on the answer sheet.
 - Your answers will be read by a computer, so fill in the bubble completely, like the example on the front of the survey.
 - If you want to change an answer, erase your answer completely.
 - Take a minute to read the cover page on your survey booklet.
 - {Give them a few minutes, then ask}, “Do you have any questions?”
 - Please do not talk to other students during the survey, and if you finish before others, please work quietly until all students are done.
 - When you finish the survey, I will pass around an envelope to collect your answer sheets. {Name the designated student} will seal the envelope and return it to me.
 - Please start the survey now.
6. **When you receive the envelope with the answer sheets, collect all of the other survey materials and hand out a copy of the If you Need Some Help resource list to each student.**